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DD/S REGISTRY

FILE Accounting

10 FEB 64

MEMORANDUM FOR THE RECORD

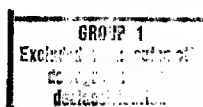
SUBJECT : Office of Finance Briefing -- Fiscal Division
on 6 February 1964

1. Present were: [redacted] 25X1
and [redacted] Colonel White, Mr. Lloyd, Mr. [redacted] 25X1

2. Mr. [redacted] described the mission and functions of the Fiscal Division and displayed charts showing comparative workloads. He showed a chart comparing the workload during Fiscal Year 1957 with Fiscal Year 1963 which showed a 6 per cent increase in the total number of persons payrolled; an increase of about 120 per cent in the number of travel vouchers processed; an increase of about 79 per cent in the total number of all other vouchers processed; and an increase of about 78 per cent in the total number of accounting transactions. During the same time period there has been a decrease of 8.8 per cent in the total man years of employment. The use of the computer has been a very significant factor in making this possible.

3. Mr. [redacted] attempted to clarify the respective roles of approving officers and certifying officers. When an approving officer approves an action, he is saying that the purpose of the action is proper and necessary in the fulfillment of the Agency's functions. The certifying officer certifies that the transaction and the manner in which it is completed is legal and satisfies the requirements of Agency Regulations. Finance officers (or budget and fiscal officers) assigned to Headquarters operating components do not function as certifying officers. They serve as staff officers to the head of the component to which they are assigned to assist him in the correct management of his financial affairs. The certifying function is performed in the Office of Finance.

4. In discussing volume of transactions it was evident that a very substantial percentage of the documents processed and the workload they generate is due to exchanges and conversions between confidential and vouchered funds. It would

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appear that our management processes could be immensely simplified and our workload greatly reduced if all Agency monies were treated as confidential funds. It may be feasible to do this since the General Accounting Office no longer audits any part of our activities.



25X1

Special Assistant to the
Deputy Director for Support

SA-DD/S:RHW:fmf (10 Feb 64)

Distribution:

cc: Director of Finance

Chief, Fiscal Division

Orig - DD/S Subject

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